

**BOARD FOR GEOLOGISTS AND GEOPHYSICISTS**

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E-mail: geology@dca.ca.govWebsite: www.dca.ca.gov/geology**MINUTES OF THE MEETING OF THE
BOARD FOR GEOLOGISTS AND GEOPHYSICISTS
July 12, 2002****2535 Capitol Oaks Drive
Sacramento, CA 95833-2926****1. CALL MEETING TO ORDER**

Dorene Dominguez, President, called the meeting to order at 9:00 AM.

2. ROLL CALL TO ESTABLISH QUORUM

Dorene Dominguez, President
Robert A. Matthews, Ph.D., Vice President
William E. Black
Claude D. Fiddler
Karen Melikian
Sharon Jasek Reid

Others in attendance:

Paul Sweeney, Executive Officer
Gary Duke, Legal Counsel
George Dunfield, Enforcement Manager
Mary Lynn Ferreira, Associate Governmental Program Analyst
Trinda Bedrossian, California Geological Survey
Lanny H. Fisk, Ph.D., PaleoResource Consultants
James Goldstene, Department of Consumer Affairs (DCA)
Grace Hood, Assistant Deputy Director, DCA, Board Relations
Seena Hoose
J. C. Isham, Chair, Legislative Committee
Robert Lindblom
Elizabeth Mathieson, Chair, Enforcement Oversight Committee
Lynn Morris, Deputy Director, DCA, Board Relations
Rick Rempel, Rempel Consulting Inc.
Hugh Robertson, Association of Engineering Geologists,
Southern California
Arlene Sakazaki, DCA, Budget Office
Taryn Smith, Special Aide to the Director, DCA
Tony V. Sawyer, Chair, Technical Advisory Committee
David Von Aspern

3. PRESENTATION OF CERTIFICATES OF COMMENDATION TO JOHN WILLIAMS, PH.D., ERNEST WEBER AND ROBERT LARSON

Ms. Dominguez announced that Certificates of Commendation are being sent to John Williams, Ph.D., and Ernest Weber for their service to the Board as members of the Examination Committee and to Robert Larson for his service to the Board as a member of the Technical Advisory Committee.

4. PUBLIC COMMENT ON NON-AGENDA ITEMS

Seena Hoose expressed her appreciation to the Board for the Certificate of Commendation sent to her after the last Board meeting which she was unable to attend and to acknowledge that the accomplishments listed were not completed by her alone but with hard work by Board and Committee members.

Hugh Robertson, Association of Engineering Geologists, Southern California, Legislative Committee, requested that the Board try to adhere to meeting dates once scheduled. As a consultant, Mr. Robertson informed the Board that he is concerned when the Board gets involved in the business practices or actions of consultants who perform work for homeowners. This may not be in best interest of consumers as it will decrease the number of consultants who do qualified work to help the people that the Board is trying to protect.

5. APPROVAL OF THE MINUTES OF THE BOARD MEETING OF MARCH 25, 2002

Ms. Reid moved to approve the minutes of the open and closed sessions of the March 25, 2002, meeting.

Dr. Matthews seconded.

The motion passed by majority. (Aye – Dominguez, Matthews, Melikian, Reid. Abstain – Black, Fiddler)

6. EXECUTIVE OFFICER'S REPORT

- a. Arlene Sakazaki, Budget Analyst, DCA, reviewed projected expenditures through June 2002 and the Board's projected fund condition through June 30, 2004. Ms. Sakazake provided options for maintaining the Board's fund after June 30, 2004. The Board will pursue legislation to increase fees.

Ms. Sakazaki discussed prorata allocations. The Board asked her to make a presentation on prorata at the next Board meeting.

(Board Directive No. 02-03) – (Sakazaki)

- b. Elizabeth Mathieson, Chair, Enforcement Oversight Committee, reviewed the status of and statistics on enforcement and complaint cases since the last Board meeting.

Ms. Mathieson reported that the Committee met on May 3, 2002, to generate its new 2002-2003 Workplan, review closed cases, establish new case categories and establish enforcement caseload priorities. The Committee also recommended that staff continue to emphasize the investigation of unlicensed activity by Registered Environmental Assessors (REAs). She stated that in reviewing closed cases against REAs, she found blatant violations of the Geologist and Geophysicist Act and incompetence in geology and basic environmental work.

The Board and the Office of Environmental Health Hazard Assessment (OEHHA) continue discussions to clarify regulated activities completed by licensed geologists. The Board's legal counsel is reviewing OEHHA's revisions to the inter-departmental confidentiality agreement between OEHHA and the Board.

The enforcement staff assisted the California Geological Survey (CGS) in formulating and reviewing its *Guidelines for Geologic Investigations of Naturally Occurring Asbestos in California*. Staff also assisted CGS and the Association of Engineering Geologists in an effort to clarify the role of licensed geologists in forestry practice.

The next Enforcement Oversight Committee meeting will be held on November 15, 2002.

- c. Two news releases have been issued. One publicized an individual's surrender of his license and the other announced the improved license directory on the website.

The first information bulletin for 2002 will be published after this meeting. Because of staff limitations, it may not be possible to do four information bulletins this year. Staff will concentrate on publishing the summer and winter newsletters and two information bulletins. Ms. Melikian complimented staff on the substance and format of the summer newsletter.

- d. The website's directory of licensees has been revised to allow daily updates.
- e. Mr. Sweeney reported on completed and pending action items in the 2002 Strategic Plan.

By June 30, 2002, the Executive Officer was to develop an application database for use by staff for ascertaining application status. Mr. Sweeney will work with staff to complete the database in fall 2002.

By June 30, 2002, the Board was to implement on-demand testing of the California-Specific examination if financially feasible. Due to fiscal restraints, this action item cannot be accomplished.

At the first meeting after July 1, 2002, the Executive Officer is to report on his comparison of actual application and examination processing times with the requirements of section 3029, California Code of Regulations. Mr. Sweeney reported that staff is below minimum processing times required by section 3029. He informed the Board that he could provide actual times once the data base is established. The Board directed Mr. Sweeney to provide the actual times by December 31, 2002.

(Board Directive No. 02-04) – (Sweeney)

The Board participates in the National Association of State Boards of Geology (ASBOG) by sending one public and one professional Board member to the annual conference and one representative to the semi-annual Examination Committee Workshops. Mr. Sweeney reported that after elections later in this meeting, the Board would be selecting attendees for the November 2002 ASBOG Annual Meeting. A Board representative also will serve as a member of ASBOG's Finance Committee. The Board directed Mr. Sweeney to obtain from ASBOG information on any activity of that Committee since October 2001 in order to be prepared to participate in November.

(Board Directive No. 02-05) - (Sweeney)

By July 31, 2002, the Executive Officer is to obtain from ASBOG copies of all current policies and guidelines. Mr. Sweeney has the policies and guidelines that are in ASBOG's Annual Report, and he will request copies of all policies and guidelines by July 31, 2002.

The Executive Officer is to perform an analysis of the costs of writing and producing an outreach video and make a recommendation to the Board at its first meeting after July 1, 2002. Mr. Sweeney provided an analysis of costs to produce an outreach video. Because of restricted funds, the Board directed

Mr. Sweeney to explore the possibility of producing a quick, concise video for the website.

(Board Directive No. 02-06) – (Sweeney)

By July 30, 2002, the Board is to compile and publish the Board's policy statements on the website. Mr. Sweeney requested Board direction as to what policies should be on the website that are not already posted. The Board directed Mr. Sweeney to review former Board policies that were rescinded and referred to the Technical Advisory Committee for review to determine if they were incorporated into current policies and posted as appropriate.

(Board Directive No. 02-07) – (Sweeney)

At the first meeting after July 1, 2002, the Board is to review the Geologist and Geophysicist Act and consider necessary amendments. Mr. Sweeney reported that the Board will consider this matter during Agenda Item No. 12.

By the first meeting after July 1, 2002, the Executive Officer is to recommend to the Board a policy for periodic review of each of the Board's programs. Mr. Sweeney reported that at an earlier Board meeting, he recommended that the Executive Committee review the work of the Examination Committee, examination staff and enforcement staff.

By July 31, 2002, the Executive Committee is to prepare a contingency plan in the event the Board is unable to meet and fulfill its mandates and goals due to lack of a quorum. The Committee presented a plan at the last Board Meeting.

By the first Board meeting after July 1, 2002, the Executive Officer is to prepare a contingency plan in the event legislation to increase fees effective January 1, 2003, is not in process. Mr. Sweeney reported that Ms. Sakazake outlined options earlier in this agenda item.

- f. Mr. Sweeney provided his Executive Officer's Activity Report – Early Summer 2002.
- g. The Board received a Board organizational chart showing that an Associate Engineering Geologist (half-time) position, an Office Technician position and an Office Technician (half-time) position are being abolished because they were vacant more than six months.

Mr. Sweeney reported that the Professional Environmental Marketers Association is hosting its 4th Annual Environmental

Technology Summit on July 30, 2002, in Berkeley. The Board agreed that it would not participate in this summit due to fiscal restraints. The Board will maintain a list of activities it does not participate in or perform due to fiscal restraints.

The Board received copies of the Executive Management Committee Meeting held on April 30, 2002. Lynn Morris, Deputy Chief, DCA Board Relations, briefly addressed the Office of Privacy Protection (OPP). She informed the Board that Joanne McNabb, OPP Chief, would be happy to attend a future Board meeting to give a presentation regarding OPP's activities.

7. DISCUSSION OF PERSONNEL MATTERS, EXAMINATION PROCEDURES AND RESULTS, AND PENDING LITIGATION

The Board adjourned to closed session in accordance with subsections (a)(1) and (c)(10) of section 11126 of the Government Code.

8. REPORT ON RESULTS OF CLOSED SESSION

Ms. Dominguez reported that the Board considered a personnel matter and an examination matter during closed session.

9. REPORT ON STATUS OF DEPARTMENT OF CONSUMER AFFAIRS' REVISIONS TO ITS COMPLAINT DISCLOSURE POLICY

James Goldstene and Taryn Smith, DCA, reported on the history and status of revisions to DCA's Complaint Disclosure Policy. Ms. Smith stated she felt the Board's Complaint Disclosure Policy is quite good compared to other boards' policies.

Mr. Goldstene presented DCA's recommended Minimum Standards for Consumer Complaint Disclosure.

Mr. Goldstene stated that the Board's Retention Schedule should dictate how long complaints are disclosed. The Board directed Mr. Sweeney to place on the next Board meeting agenda the reconsideration of timelines for disclosing closed complaints and consideration of disclosure of a complaint if disclosure might compromise an investigation or prosecution or might endanger or injure the complainant.

(Board Directive No. 02-08) – (Sweeney)

Ms. Reid requested Mr. Sweeney to provide her with his response to Ms. Smith's email, dated March 8, 2002, requesting the Board's typical timeframe between determination that a case will be referred to the Attorney General and when it actually reaches the Attorney General's office.

10. UPDATE ON BOARD, DEPARTMENT OF CONSUMER AFFAIRS, CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY AND LEGISLATIVE ACTIVITIES REGARDING THE REGISTERED ENVIRONMENTAL ASSESSOR PROGRAM

Ms. Dominguez tabled this agenda item to a future meeting at the request of the Secretary of the California Environmental Protection Agency (CalEPA) and the Secretary of the State and Consumer Services Agency. The Board directed Mr. Sweeney to prepare a written report on the status of the review of environmental activities conducted by CalEPA and its registrants for the future meeting when this matter is on the agenda.

(Board Directive No. 02-09) – (Sweeney)

11. RECOMMENDATION TO BOARD FOR A COMMENT LETTER TO THE DEPARTMENT OF TOXIC SUBSTANCES CONTROL ON PROPOSED REGULATIONS FOR THE PRIVATE SITE MANAGER PROGRAM

The Board reviewed a draft letter to CalEPA, Department of Toxic Substances Control (DTSC), commenting on DTSC's Private Site Manager draft regulations. The Board directed Mr. Sweeney to prepare the letter for Ms. Dominguez's signature and to include in the letter the fact that Assembly Bill No. 2644 recognizes Registered Geologists, Certified Engineering Geologists and Civil Engineers as qualified to be Private Site Managers.

(Board Directive No. 02-10) – (Sweeney)

12. RECOMMENDATION TO BOARD OF PROPOSED LEGISLATION FOR NEXT LEGISLATIVE SESSION

- a. Staff presented recommendations for legislation to be included in the 2002 DCA omnibus bill to: (1) amend section 7820, Business and Professions Code (B&P) to correct the Board's name; (2) amend sections 7841 and 7841.1, B&P, to change "third or fourth year" to "upper division"; (3) repeal section 7849, B&P, that requires Board approval of each application for licensure; (4) amend section 7883 to require payment of all accrued and unpaid renewal fees consistent with section 7881; and (5) amend section 26509(d)(28), Government Code, to correct the Board's name.

Ms. Reid suggested sections 7841 and 7841.1 be amended to delete the language referring to seven years of experience and to revise the language referring to curricula that meets criteria

established by rules of the board. She referred to language in Senate Bill No. 1244 as possible language. She also suggested deleting obsolete language in these sections.

The Board directed staff to incorporate Ms. Reid's suggestions for consideration at the next Board meeting.

(Board Directive No. 02-11) – (Sweeney)

- b. The Board discussed seeking legislation to amend section 7887, B&P, to increase maximum fees. The Board concurred that the maximum fee should be established at a greater amount than what is currently needed and directed Mr. Sweeney to provide supporting documentation for further review at the next Board meeting.

(Board Directive No. 02-12) – (Sweeney)

- c. The Board discussed elimination of the California-Specific Examination for Registered Geologist under Agenda Item No. 17. The Board agreed to retain the California-Specific Examination.

13. REPORT ON JLSRC SUNSET PROCESS AND REPORTING DEADLINES

Mr. Sweeney reported that if Senate Bill No. 2025 passes, the date for the Board to report to the Joint Legislative Sunset Review Committee (JLSRC) would be changed from September 1, 2003 to September 1, 2004. The Board directed Mr. Sweeney to prepare a timeline and proposal for accomplishing the Sunset Review Report requirements for consideration at the next Board meeting.

(Board Directive No. 02-13) – (Sweeney)

Mr. Sweeney also reported that Robin Hartley, JLSRC Consultant, has offered to create legislative support for a fee increase and to schedule possible hearings in fall 2002 to address the issue. He is working with Arlene Sakazake, Budget Analyst, to complete a questionnaire requested by Ms. Hartley. Ms. Reid stated that she wants to see the completed questionnaire before submittal to Ms. Hartley.

14. TECHNICAL ADVISORY COMMITTEE REPORT

Mr. Sweeney reported for Tony Sawyer, Chair, Technical Advisory Committee, who was not present at the last TAC meeting.

- a. TAC met on June 14, 2002, in Sacramento. Tony Sawyer was elected Chair.

- b. TAC members agreed that a member should be appointed to the Committee who has mining experience; and, therefore, recommended to the Board the appointment of Thomas W. Crosby.

Ms. Reid moved to appoint Thomas W. Crosby to the Technical Advisory Committee.

Ms. Dominguez seconded.

The motion passed unanimously.

- c. TAC recommended to the Board amendments to section 3065, Professional Standards. The Board directed TAC to consider additional proposed amendments to section 3065 that require public agencies to report to the Board substandard work by licensees.

(Board Directive No. 02-14) - (TAC)

The Board will consider all recommended proposed amendments to section 3065 at its next meeting.

- d. Mr. Sweeney provided a letter, dated March 8, 2002, to James F. Davis, State Geologist, from Susan Warner, Executive Officer, North Coast Regional Water Quality Control Board, regarding mass wasting module for Freshwater Creek as information for the new members.
- e. TAC recommends adoption of a draft letter to all mitigation paleontologists practicing in California regarding practicing geology and unlicensed activity.

The Board reviewed and discussed the draft letter and background information provided by Lanny H. Fisk, Ph.D., PaleoResource Consultants. Dr. Fisk was present during the discussion.

Ms. Reid recommended that the draft letter include language clarifying that only work that requires the application of professional judgment of the principles of geology must be performed by a Registered Geologist or Registered Geophysicist. The Board directed Mr. Sweeney to redraft the letter incorporating Ms. Reid's recommended language. Mr. Sweeney will make the corrections, forward it to Mr. Duke for review and then send it to Ms. Dominguez for signature. If Board members have any further comments, they will send them to Mr. Sweeney.

(Board Directive No. 02-15) – (Sweeney)

The Board discussed the definition of geology. It directed TAC to define the practice of geology.

(Board Directive No. 02-16) – (TAC)

15. LEGISLATIVE COMMITTEE REPORT

J. C. Isham, Chair, Legislative Committee:

- a. Assembly Bill No. 269 (Correa) that adds sections to the Business and Professions Code stating that protection of the public shall be the highest priority for the Board in exercising licensing, regulatory and disciplinary functions was signed by the Governor on July 3, 2002.
- b. Senate Bill No. 1011 (Sher) that revises requirements related to the operation of local curbside household hazardous waste collection programs, transfers the Registered Environmental Assessor (REA) Program to the Department of Toxic Substances Control, creates the Environmental Quality Assessment Fund and updates various CalEPA regulatory activities was placed on the Senate Appropriations Committee's suspense file on June 26, 2002. Senate Bill No. 1958 (Polanco) requires that an applicant for registration as an REA II must be licensed as a Registered Geologist or a Professional Engineer. Senator Polanco requested that this bill not be heard before the Senate Environmental Quality Committee as scheduled on April 22, 2002. Ms. Dominguez reported that Senator Polanco will amend another bill he has in the Assembly to require that after an REA performs a school site assessment, a Registered Geologist must review the assessment with a site review and approve and stamp it or disapprove it. Ms. Dominguez stated that this is a compromise that she believes will satisfy all sides. The Board deferred further discussion on this matter until tabled Agenda Item No. 10 is scheduled for a future Board meeting. Mr. Sweeney will advise the Executive Officer of the Board for Professional Engineers and Land Surveyors of this bill and invite that board to attend the meeting when Agenda Item No. 10 is rescheduled.

Senate Bill No. 1963 (Polanco) makes a statement of legislative intent concerning the redevelopment of brownfields. Senator Polanco requested that this bill not be heard before the Senate Environmental Quality Committee as scheduled on May 13, 2002.

Senate Bill No. 1240 (Figueroa) that makes it a misdemeanor for

any person, firm, corporation or association that is a non-governmental entity to solicit funds or information by means of a mailing that contains a seal, insignia, trade or brand name or any other term or symbol that reasonably could be interpreted or construed as implying any state or local government connection, approval or endorsement passed the Senate on May 8, 2002.

Senate Bill No. 1244 (Figueroa) was amended to delete language authorizing the Senate Committee on Rules to make an appointment to fill any vacancy on a DCA board not filled by the Governor within 30 days. The bill currently pertains to the Medical Board of California and the Board of Occupational Therapy.

Senate Bill No. 2018 (Figueroa) that describes the use of funds attributable to fines passed the Senate on May 28, 2008.

Senate Bill No. 2024 (Figueroa) that provides that no time during a hiring freeze may be included when determining whether a position will be abolished because it has been vacant for six consecutive monthly pay periods was placed on the inactive file at the request of Senator Figueroa.

Senate Bill No. 2025 (Figueroa) that extends by one year the Sunset Review repeal date for each DCA board passed the Senate on May 23, 2002. Language extending the Sunset Review Committee from 2004 to 2012 was deleted from the bill.

Senate Bill No. 2059 (Figueroa) requires each board within DCA that issues licenses to promulgate by January 1, 2004, regulations establishing a policy for the disclosure of information to the public about its licensees. Senator Figueroa requested that this bill not be heard before the Assembly Business and Professions Committee as scheduled on June 25, 2002. At its last meeting, the Board referred this bill to the Technical Advisory Committee that recommended a watch position.

- c. Assembly Bill No. 791 (Strom-Martin), previously authored by Assembly Member Chavez, was amended to delete language requiring Registered Geologists to certify drinking water labels and currently pertains to the labeling of any package containing seafood that contains transgenic fish or transgenic shellfish.

16. EXAMINATION COMMITTEE REPORT

Mr. Sweeney reported:

- a. The Committee met on June 7, 2002. The Board received draft minutes of the meeting. Martine Alter and Thomas Spittler, whose terms begin on June 1, 2002, attended the meeting.
- b. The Board received attendance and pass rates statistics for the spring 2002 examinations. Mr. Sweeney also provided statistics for the fall 2001 examinations for comparison.
- c. Kenneth Neal, Board Member, State of Washington, Department of Licensing, attended the June 7, 2002, meeting to support that state's request for cooperative licensure with California for Certified Engineering Geologists and Certified Hydrogeologists and Oregon's request for cooperative licensure with California for Certified Engineering Geologists. Tracy Ferrel, Ph.D., Chief, OER, also attended the meeting. Mr. Neal is providing Dr. Ferrel with copies of the occupational analyses completed by Norman Hertz, Ph.D., to be used by both Washington and Oregon. If Dr. Ferrel's analysis concludes that the occupational analyses are valid, the Examination Committee would review the Oregon and Washington examinations for equivalency to the California examinations.

Ms. Dominguez moved that the Board wants to have cooperative licensure with all states; and, therefore, in considering the State of Washington's request for cooperative licensure with California for Certified Engineering Geologists and Certified Hydrogeologists and Oregon's request for cooperative licensure with California for Certified Engineering Geologists, the Board will enter into cooperative licensure if the Board determines the examinations are functionally equivalent and applicants meet all legal requirements.

Dr. Matthews seconded.

The motion passed unanimously.

- d. The State of Texas recently established licensure for geologists and geophysicists and has requested to review and use all or part of the California Registered Geophysicist examination. The Board directed the Examination Committee to review the matter for recommendation to the Board.
(Board Directive No. 02-17) – (Exam. Committee)
- e. Mr. Sweeney recommended amendments to section 3031(e) regarding credit for passing ASBOG examinations before an individual completes the California experience requirements. The Board concurred that applicants will be given credit for passing the

ASBOG Fundamentals of Geology and Practice of Geology examinations if the examinations were passed after completing the California experience requirements. The Board directed Ms. Ferreira to draft proposed amendments to section 3031(e) for consideration at the next Board meeting.

(Board Directive No. 02-18) – (Ferreira)

- f. The Board received a copy of a memorandum, dated June 24, 2002, from Dr. Ferrel regarding expiration and renewal of the contract between DCA and Experior Assessments.

The application deadline for the spring 2003 examinations is December 6, 2002.

17. CONSIDERATION OF ELIMINATION/MODIFICATION OF THE CALIFORNIA SPECIFIC EXAMINATION FOR REGISTERED GEOLOGIST

The Board received copies of correspondence from Jeffrey S. Oslick, Ph.D., contesting the scoring of the spring 2002 California-Specific Registered Geologist Examination and inconsistencies between the results of the spring 2002 and fall 2001 examinations. The Board directed Mr. Sweeney to perform an analysis of the differences between the two examinations with OER's assistance in order to respond to Dr. Oslick. Ms. Reid stated she wants to see the report before it is released.

(Board Directive No. 02-19) – (Sweeney)

Mr. Sweeney suggested that if the Board is interested in eliminating the California-Specific Examination, this is an appropriate time to do so. The Board discussed the matter and agreed to retain the California-Specific Examination.

18. REPORT FROM BOARD ATTORNEY ON STATUS OF ASSIGNMENTS

Mr. Duke stated that in May, DCA released new proposed guidelines on complaint disclosure. He pointed out the differences between the proposed guidelines and the current guidelines. Mr. Duke reminded the Board that he always has stressed that it is very important to distinguish an affirmative disclosure versus a reactive disclosure.

19. ELECTION OF BOARD PRESIDENT, VICE-PRESIDENT AND SELECTION OF EX-OFFICIO MEMBERS TO BOARD COMMITTEES AND REPRESENTATIVES TO ASBOG

Ms. Melikian nominated Ms. Dominguez for President and

Dr. Matthews for Vice President.

Ms. Reid seconded.

The nomination passed unanimously.

The Board members agreed to serve as ex-officio members of Board committees as follows:

Examination Committee – Mr. Black and Ms. Reid

Legislative Committee – Ms. Dominguez and Dr. Matthews

Technical Advisory Committee – Mr. Fiddler and Ms. Melikian

Strategic Planning/Sunset Review Committee – Mr. Black and Ms. Reid

Mr. Fiddler agreed to serve on the Executive Committee.

The Board discussed attendance at the ASBOG Annual Meeting on November 6 through 11, 2002, in Biloxi, Mississippi. Ms. Dominguez and Dr. Matthews will attend. At its next meeting, the Board will develop strategy for representing the Board at the Annual Meeting, take the required action to authorize Ms. Dominguez and Dr. Matthews to attend the Council of Examiners meeting and delegate Ms. Dominguez or Dr. Matthews to attend the Finance Committee meeting. The Board directed Mr. Sweeney to request ASBOG to provide an agenda and schedule of activities.

(Board Directive No. 02-20) – (Sweeney)

Ms. Reid moved to appoint Robert Tepel and John Williams, Ph.D., to represent the Board on the ASBOG Council of Examiners.

Ms. Melikian seconded.

The motion passed unanimously.

20. ESTABLISH BOARD CALENDAR AND VENUES FOR FISCAL YEAR 2002-2003

The Board scheduled meetings for September 24, 2002, in Sacramento and December 5, 2002, in Southern California. If there is any scheduling conflict, the December 5 meeting will be moved to December 3, 2002.

21. ESTABLISH AGENDA FOR NEXT BOARD MEETING WITH NOTIFICATION THAT ITEMS MUST BE SUBMITTED TO BOARD OFFICE NO LATER THAN THREE WEEKS PRIOR TO THE MEETING DATE

The Board established agenda items for the next meeting throughout the meeting.

22. ANNOUNCEMENTS/ACTIVITIES OF BOARD MEMBERS

There were no Board member announcements or activities to report.

23. ADJOURN MEETING

Ms. Dominguez adjourned the meeting at 2:25 PM.

Robert A. Matthews, Ph.,D., Vice President

PAUL SWEENEY, Executive Officer

Date Approved: September 24, 2002